



## **JOB DESCRIPTION**

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The Education Achievement Authority of Michigan is a new statewide school system that assumes operation of the lowest 5 percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains.

**JOB TITLE:           Project Manager – Teacher Incentive Fund**

**REPORTS TO:       COO and Executive Director, TIF**

### **SUMMARY**

Under the direction of the COO and/or the Executive Director, Teacher Incentive Fund, the Project Manager will be responsible for planning, organizing, implementing, managing, conducting, and evaluating various events, training sessions (including PD), and programs. She/he must have the ability to respond to inquiries or concerns from EAA employees, U. S. Department of Education, and Central Office administrators; interpret and enforce EAA Board and administrative rules; and respond to local, state and federal regulations related to the Teacher Incentive Fund grant. The successful candidate must be able to assist with preparing and monitoring budget and financial data and records, analyzing data, communicating information and formulating alternative solutions to problems. She/he should be proficient in using the computer in communicating with others, preparing presentations or reports, etc. The TIF Project Manager should be able to work and communicate effectively both orally and through written communication to focus resources (both human and financial) toward the achievement of the federal DOE grant and district goals.

### **PRIMARY RESPONSIBILITIES:**

**The successful candidate must:**

1. Demonstrate a professional code of ethics and values.
2. Assist with analyzing district, state and federal regulations and procedures related to the TIF grant funds.
3. Assist with local compliance audits for the TIF grant.
4. Assist with developing and maintaining reports related to the district's TIF grant.
5. Assist with organizing and conducting professional development and leader/activities

for the EAA schools.

6. Assist with reporting grant-related critical issues to the TIF Executive Director and the Chief Operating Officer.
7. Provide TIF-related assistance and support to teachers and administrative staff.
8. Assist the Executive Director in recruiting, training, evaluating, and rewarding highly effective teachers and administrators.
9. Assist with disseminating and explaining materials provided by the federal government and district related to the EAA's competitive grant awards.
10. Assist with financial analysis and monthly monitoring of grant funded projects; assist with audits and compliance monitoring.
11. Assist with the maintenance of clear lines of communications; dissemination of information; and decision making within the department and between departmental staff and school communities.
12. Travel to schools for site visits and presentations.
13. Follow all district's policies and procedures.
14. Complete timely and accurate reports and communications; provide timely, complete, and accurate information; be accountable for the quality of information disseminated.
15. Stay abreast on current research, trends and best practices relevant to the area of responsibility.
16. Perform other duties and responsibilities, as assigned by supervisor.

## **EDUCATION AND EXPERIENCE**

- Minimum Bachelor's Degree. Master's Degree a plus.
- Minimum three (3) years of school related experience, preferably in an urban setting.
- Demonstrated successful experience in training and supervising adults.
- Experience working with grants preferred.
- Demonstrated success working with and through people in establishing goals, objectives, and action plans to produce expected result.
- Demonstrated excellent oral and written communication skills.
- Demonstrated ability and skill in making informed decision based on data available.

**FILING DEADLINE:** Posted until filled  
**SALARY:** Commensurate with experience  
**LENGTH OF CONTRACT:** Twelve (12) Months  
**EFFECTIVE DATE:** Immediately

**METHOD OF APPLICATION:** **All interested candidates should submit a letter of interest, three recommendations, and a current resume to:**

Dr. Gabriela Gui  
Executive Director, Teacher Leadership and Talent Development  
Education Achievement Authority of Michigan  
300 River Place, Suite 3600  
Detroit, Michigan 48207

By E-mail to: [ggui@eaaofmichigan.org](mailto:ggui@eaaofmichigan.org)